

TraCS Steering Committee Agenda

February 9, 2010

AST Conference Room, 5700 E. Tudor Road, Anchorage

1:30pm – 4:30pm

Teleconference: 800-315-6338, meet me code 8532#

Attendees:

- Ulf Petersen, DOT&PF
- Jack Stickel, DOT&PF
- Maxine Andrews, AACOP
- Alina Moldovan, DPS, serving as proxy for Kat Peterson, DPS
- Dave Monroe, CTG
- Lance Ahern, DPS
- Tamy case, CTG
- Helen Sharratt, Courts
- Justin Doll, Anchorage PD
- Oran Dennison, DPS
- Kerry Hennings, DMV

On Phone:

- Don Brand, Corrections
- John Lucking, Soldotna PD
- Katie Breci, Alaska Railroad Corporation
- Cindy Cashen, AHSO
- Joanna Reed, AHSO
- Tom Clemons, AACOP, serving as proxy for Angella Long, AACOP

NOTE: Committee Member Greg Wood from Wasilla PD will be unable to attend the Feb, March, April, and May meetings. He will return in June.

I. Internal Committee Business

- a. Approval of meeting minutes from January 12, 2010
 - i. Joanna will resend the minutes
 - ii. This item tabled to the next meeting

II. Updates on Action Items from Previous Meetings

- a. Cindy will invite Don Brand of Corrections to join the Committee
 - i. Accomplished
- b. Lance will follow up with secondary agency MOUs (and HB 65)
 - i. This item tabled to next meeting

III. Other Short Business

- a. Membership request – Don Brand,
 - i. Helen motions to have Don represent Dept of Corrections on this committee,
 - ii. Jack seconds,
 - iii. All in favor, no opposed - Don is a new member of this Committee
- b. Membership request - APD Sgt. Justin Doll
 - i. Lance motions to have Justin represent APD on this committee
 - ii. Kerry seconds,

- iii. All in favor, no opposed - Justin is a new member of this Committee

IV. Items for discussion

a. AACOP TraCS Monthly Activity Report (Maxine Andrews)

- i. Continue ordinance table for Petersburg Municipal Code
- ii. Participated in the Steering Committee Meeting 1/12/2010
- iii. Coordinated equipment installation and training with Kenai PD on January 21-23 and Homer PD January 23-24
- iv. Coordinating North Slope Borough installation and training Feb. 12-14. Haines installation and training March 12-14 Anchorage Airport March 19, Whittier March 20-2. Palmer March 26-28. Bethel April 9-10, Nome TBD, UAF TBD, Fairbanks Airport TBD, Kodiak TBD.
- v. Attended training in Kenai 2/23 and Homer 2/24.
- vi. Rode-along with Soldotna Officer Dillon 2/21 & 2/22.
- vii. Website update: Steering Committee Minutes and Agenda, Fact Sheet
- viii. User Group registration processing and meeting planning
- ix. Participated in User Group planning sub-committee meeting Wednesday, Feb. 1
- x. Participated in MAJIC Steering Committee Meeting on Thursday, Jan. 21
- xi. Participated in TraCS User Group Meeting Feb. 3-4
- xii. Testing TraCS and reporting bugs.
Example: 12-200 the form doesn't let you indicate that the placard was not displayed and that hazmat was released. The rule assumes that if the placard was not displayed no hazmat could be released and that is an incorrect assumption.
- xiii. Working with Brice Cunningham (IT City of Soldotna) to determine if TraCS update has resolved the bug that won't allow local agencies to cite on a statute statute and select adopted by reference and remain the plaintiff.
- xiv. Obtained Kenai Borough ESRI shape files for use with the Incident Locator Tool
- xv. Coordinate per diem reimbursement for User Group attendees.
- xvi. Compiling waiting list for agencies interested in obtaining equipment once more funds are identified.

b. Status Review of the AACOP TraCS Project grant

The Committee reviewed the AACOP TraCS Project grant with AHSO to determine project status, and prioritization for the AACOP TraCS project manager. Formal monthly Committee reviews are included in the approved grant agreement. The following are clarifications of existing items within the grant, and new tasks which fall under Goal #4, Objective #3: "Other duties as assigned by the TraCS Steering Committee." All other goals, objectives, and tasks remain the same and shall be continued as appropriate with regard to the approved grant agreement. As a reminder, only those activities and expenses listed within the approved grant are authorized.

- 1) Develop a list of agencies who did and did not attend the conference to see who is ready for TraCS and who may now be interested
- 2) Under Goal #2, Objective #1: The term "Educate" means providing literature and marketing
- 3) Continue the TraCS survey and report to the Steering Committee. Create "part II" and send to those who didn't respond initially, those who initially replied "not interested"

but who attended the User Group meeting, and to additional agencies for future deployment

- 4) Continue assisting the Courts with ordinances and maps
- 5) Max will make sure there is a Chief of Police from AACOP attending each Steering Committee meeting by coordinating the Chief's travel which is included in this grant agreement
- 6) Attendance at MAJIC meetings is only *as needed* when requested by the TraCS Steering Committee when TraCS is in the agenda. Attendance at any other time is not included in this grant agreement.
- 7) Obtain the quote for printing the citations including the agency names and bar codes
- 8) Encourage non-TraCS users to participate in the data repository
- 9) As stated in the *Implementation Plan* and the *Evaluation and Internal Assessment* sections of the approved grant agreement, the AACOP Project Manager and the DPS TraCS Program Manager will meet weekly. Cindy will join Max and Kat via teleconference.
- 10) High priority: Max is currently starting on the electronic maps to incorporate into the TraCS package, and will continue. This is part of the Incident Locator Tool (ILT). Max will work on the development of these maps in a priority that follows the agency deployment path.
- 11) Travel funds included in this approved grant agreement only cover "travel, lodging & per diem for the Project Manager and a Chief of Police to represent AACOP at TraCS Steering Committee meeting and other meetings as directed by the TraCS Steering Committee". No other travel is authorized under this approved grant agreement.

c. DPS TraCS Monthly Activity Report

- i. Contractor, with DPS Operating Funds, has been building and deploying ToughBooks in coordination with the MSCVE grant
- ii. Working on rolling out the helpdesk support, eventually there will be a 24-hour help desk
- iii. Working on developing the back end of TraCS, identifying problems is the highest priority
- iv. Has developed a security plan
- v. Fixing issues and cleaning up cosmetics
- vi. New resource in DPS as integration between TraCS server, BizTalk Bus, and courts
- vii. Contractor working on AUTO, integration between this and BizTalk
- viii. Many issues were resolved at the user group meeting
- ix. Updated many software clients at the meeting
- x. Rolled out an update to track the TraCS path updates
- xi. National Model – TEG will put out updates for TraCS regularly
- xii. Successfully submitted a test crash report to the web server, next step is to send to a test repository. Then we will have a working model toward a real repository

d. User Group meeting follow-up (Kerry)

- i. Next year we will need to have all the steering committee agencies represented on the steering committee panel
- ii. We should keep a list of accomplishments for next year's report
- iii. Keep a list of things to do better

- iv. Feedback – we should have had a comment card
- v. Finalize the agenda earlier so everyone can anticipate the correct meeting times

e. National user group meeting follow-up

- i. Alaska is farther along than any other state in TraCS 10
- ii. Saw the preview of the next version of TraCS
- iii. There was discussion of future fees, but no quote. It will be increasing

f. Using the MSCVE TraCS wait list for the AHSO FFY11 highway safety plan. Possibly setting aside funding for individual agencies to apply to the AHSO for TraCS equipment (Cindy)

- i. Cindy will work with Max on this list.

g. Requirements for TraCS trainers (Ulf)

- i. Defer this discussion to March meeting or until Kat is available

h. Identification and Prioritization of TraCS work for the AACOP TraCS Coordinator

- i. Refer to IV. b. above.

i. Shirley Gifford from ABC would like her agency to issue electronic citations – will attend the next meeting in March

j. Agency to Court Electronic Filing agreement (Helen)

- i. Helen updated the group on the court's progress on a draft agency to court user agreement. Helen has had several work sessions at ACS since the last steering committee meeting. The court has come up with some alternatives in the draft to address providing the court with the electronic image of the citation issued to the defendant, as required by court rule. Helen had hoped to circulate the draft before today to the TraCS Project Team for review but there are a couple of things still to do. Once the draft is circulated, the next step will be to schedule a work session with the team to go over the court's draft.
- ii. Helen also wanted to bring to the Steering Committee's attention that the TraCS Minor Offense Citations: E-Filing to Court Project Charter approved by the Committee will need a new estimated end date because the charter currently reflects an end date of 12/31/09. Helen provided Steering Committee members with a copy of the current charter and asked for the Committee to be thinking about a realistic estimated new end date. Helen announced that the court believes that future project team meetings need to focus on a detailed review of the charter to identify what deliverables remain outstanding, when these can be completed, and by whom. In addition, the team needs to identify whether there are additional deliverables that need to be added. Helen gave as an example that the charter would need to reflect the additional task of updating the trial courts with deployment and training information when e-filing is imminent.
- iii. Lance will come up with schedule for the DPS part of this

k. TraCS long-term budget subcommittee

- i. AHSO will plan to include TraCS in future Highway Safety funding
- ii. DMV has a pending application in for TraCS equipment funding

V. Last Minute Items

- a. We don't have to define terms, but can rather point to sources to define such as MMUCC, MMIRE, and other data sets and standards. A National data dictionary is forthcoming. We should make a comprehensive data dictionary. Start a subcommittee on data dictionary. Jack will explore this.
- b. Joanna will send out the DDACTS literature.
- c. LAT/LONG on crash form in TraCS will assist in DDACTS
- d. Cambridge Systematics contract has been signed and they will be at the next meeting

VI. Action Items as a Result of this Meeting

- a. Joanna will resend the January minutes
- b. Lance will follow up with secondary agency MOUs (and HB 65)
- c. Cindy will work with Max on the list of agencies for future deployment
- d. Joanna will send out the DDACTS literature.
- e. DUI Request for information quotes (Lance)
- f. Jack will explore a possible subcommittee on data dictionaries

Lance motions to adjourn. Helen seconds. The meeting is adjourned

Next meeting schedules

2010 TraCS Meetings

- March 9
- April 13
- May 11
- June 8
- July 13
- August 10
- September 14
- October 12
- November 9
- December 14

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